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25 April 1961

## NOTES FROM WEEKLY ACTIVITY REPORTS #16:

1. From AES: Our testing of applicants for summer employment, conducted on four successive Saturdays, has been completed. For these applicants we administer and process not only the three short aptitude tests regularly given to all clerical applicants but also the typing proficiency test (which is handled by the Clerical Training Faculty for regular clerical applicants). The number of persons tested this year was a substantial increase over that for 1960. Comparable figures are given below:

	<u>1960</u>	<u>1961</u>
Aptitude tests	144	190
Typing proficiency test	103	153

Summer applicants who have any degree of typing proficiency are encouraged to take the typing test. Of the 153 taking that test this year, nine met the usual Agency minimum qualification standard of 40 net words per minute or better; another 17 achieved between 30 and 40 net wpm. Proportionately, these represent decreases from 9% to 6% and from 21% to 11%, respectively, from last year to this year. This reduction may mean an actual decrease in the proportion of summer applicants with these higher levels of typing skills. On the other hand, if we gave more encouragement to take the typing test this year, the reduction may simply reflect a situation where those of very limited typing skills were more likely to try that test.

2. From OTR Briefing Officer: On 13 April a briefing was conducted for Mr. William Blair, Jr., newly appointed Ambassador to Denmark. Participants in the briefing were Mr. Dulles, General Cabell, and the Messrs. [REDACTED]

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On 14 April a briefing was conducted for Mr. G. Frederick Reinhardt, newly appointed Ambassador to Italy. Participants in the briefing were the Messrs. Dulles, Amory, [REDACTED] from WE, the Messrs. [REDACTED] from OCI, [REDACTED] and from ONE, the Messrs. [REDACTED]. As on previous occasions, [REDACTED] proved to be the CIA intelligence officer on Italy, whether talking about Etruscan art or the latest cable on the Italian Communist Party.

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On 14 April, at the request of NE, a special briefing was conducted for Mr. Dayton Mak, newly appointed Consul to Kuwait. Mr. [REDACTED] opened with a briefing on the mission of CIA, was followed by the Messrs. [REDACTED] of NE, and then by Mr. [REDACTED] of OCI.

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JOBS NO. [REDACTED] NO. PG 4 [REDACTED] AUTH: NR 70-3  
IN CLASS/ [REDACTED] CLASS CHANGED [REDACTED] TYPED OC. 30  
NEXT REV DATE 09 [REDACTED] [REDACTED] ORG COMPT/ [REDACTED] ORG CLASS S  
REV [REDACTED] REV COORD. [REDACTED]

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On 18 April a briefing was conducted for Mr. James Loeb, newly appointed Ambassador to Peru. The briefing consisted of a half-hour briefing on CIA organization by Mr. Dulles

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On 18 April a half-day briefing on CIA and the intelligence community was conducted by Mr. [redacted] for [redacted] USA, new Deputy Director of the National Photographic Interpretation Center.

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On the evening of 17 April a briefing on CIA and the intelligence community was conducted for some 20 members of the Legal-Intelligence Reserve Unit, US Coast Guard. The briefing was requested [redacted] for the Unit.

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3. From Deputy Chief, Area Training: We were much encouraged by the signature of Deputy Director (Plans) on DTR's memo of 8 March recommending a strong effort to enroll unofficial cover personnel and their dependents in AAO's. In our recollection, this is the first instance of his signature to any recommendation involving these courses. We will coordinate with C/PPS and OS/TR in preparing for the conduct of the subject instruction and in establishing contact with those DDP and Office of Security components which will have a part in implementing the DD/P's action. [redacted] will pick up the ball in this matter while I am on leave.

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